

**To:** Fotouhi, David[fotouhi.david@epa.gov]; Schwab, Justin[schwab.justin@epa.gov]  
**From:** Greaves, Holly  
**Sent:** Tue 5/23/2017 10:07:35 PM  
**Subject:** Budget prep help  
[Factsheet.zip](#)

Justin/David,

Please see attached for soft copies of the factsheets that each office prepared to include in the budget prep binder. OCIR and OCFO just had a meeting on the budget prep process, and are asking for your help in reviewing and editing (as needed) the fact sheets for OGC (you can ignore the files for other offices in the attachment).

By end of day tomorrow, can you please do the following:

- 1) Send me a note as to what fact sheets are missing – i.e. are there key policy issues that we would need to brief the Administrator on or include in his briefing book to prepare him for the hearing.
- 2) Please feel free to edit the fact sheets, particularly the talking points, to make sure the tone and content of our talking point is aligned with the Administrator's priorities and objectives.

I am not expecting your edits to be extensive, but Mandy and Sarah both looked at Air and Water and thought the talking points for some fact sheets could be improved.

If you can divide and conquer on the OGC fact sheets, that would be helpful so we don't have multiple versions of edits.

Hard copy edits are preferred, as the budget office is maintaining the master soft copy of these documents.

Thank you!

Holly

